

*The City Of  
Sunnyvale  
Is Seeking An  
Assistant Director  
Of Public Works*



## ***THE COMMUNITY***

---

Located at the center of the Santa Clara Valley of Northern California is a unique community, which has established an ongoing reputation for excellence, high quality of life, a vibrant business environment, innovation in its municipal services and accessibility to opportunity for its citizens. The community has grown from a small agricultural center into a widely acknowledged center of business and industry. It has a bright future, an involved citizenry and quality-of-life amenities that can rarely be matched. That community is Sunnyvale.

Sunnyvale, California (population 133,200+) has long been recognized as one of the best-managed cities in the nation and has been acclaimed by the White House as a model for effective government at all levels. Known as the “Heart of Silicon Valley,” Sunnyvale combines the advantages of an attractive suburban residential setting, a diverse population, metropolitan cultural opportunities, and a dynamic high-technology industrial foundation.

The City offers high quality services at a remarkably low cost to its residents and businesses. With the welcome attributes of mild weather, a beautiful and varied regional environment, and vibrant economy, Sunnyvale provides an excellent quality of life and environment in which to live, work, and raise families. For more information on the City of Sunnyvale, visit their website at [www.ci.sunnyvale.ca.us](http://www.ci.sunnyvale.ca.us).

The community currently enjoys the benefits from a tradition of long-term community planning, including award-winning parks; one of the lowest crime rates in the nation for cities over 100,000 population; excellent local schools; and a well maintained urban infrastructure. According to a 2002 survey, virtually all Sunnyvale residents rate the City as a good or excellent place to live.

Sunnyvale is home to Silicon Valley high-technology industry leaders in fields ranging from advanced satellite construction to pioneering biotechnology; from semiconductor research, design and manufacturing to leading-edge telecommunications systems. Within an hour's drive from Sunnyvale are world class universities and research centers, which contribute to the intellectual energy of the San Francisco Bay region and Silicon Valley, including Stanford, NASA Ames Research Center, Santa Clara University, San Francisco State and San Jose State Universities, the University of San Francisco and University of California campuses at Berkeley and Santa Cruz.

Also located within easy access from Sunnyvale are Northern California's beaches, renowned “Wine Country,” mountains, spectacular state and national parks, as well as the internationally acclaimed cultural amenities of San Francisco and San Jose. Nearby theaters, concert halls, museums, galleries and libraries satisfy a wide range of cultural interests. A number of professional sports teams are located in the Bay Area and include the San Jose Sharks (NHL), Oakland Athletics (American League Baseball), San Francisco Giants (National League), Oakland Raiders (AFC – Football), San Francisco 49'ers (NFC – Football) and the Golden State Warriors (NBA) to name just a few.

A number of Sunnyvale schools, at all levels (K-12), have been recognized as “California Distinguished Schools.” The school system offers a wide variety of academic and athletic programs, which serve as the foundation of a highly educated and trained workforce. The community environment is further enhanced by the Sunnyvale Community Center, which features a major Recreation Center, Performing Arts Center, Arboretum Complex, Indoor Sports Center and Creative Arts Center. The Sunnyvale Library is an award winning library system with nationally acclaimed numismatics (coin) and Philatelic (stamp) collections. The City's parks (400+ acres) and bike and trails systems are equally regarded, and the City has one of the largest tournament level sports facilities (for softball) in the U.S. Sunnyvale residents and workforce members can be justifiably proud of what has been accomplished through cooperative efforts, innovation and pro-active attitudes.

## ***THE CITY GOVERNMENT***

---

The City of Sunnyvale operates under the Council-Manager form of government with the City Manager serving as the Chief Executive Officer. The City Council appoints the City Manager and City Attorney. The Council is comprised of seven members who are elected at-large for numbered seats and serve four-year overlapping terms. The Mayor and Vice-Mayor are selected from among the ranks of the Council and serve for one-year terms. The City Charter limits Council members to serving two consecutive terms.

The City Manager is responsible for day-to-day administration of all business matters and implementation of Council directives and policies. The City Manager appoints all other Executive Leadership Team members to include the Assistant City Manager, the Deputy City Manager, and all other Department Directors. The City Manager also oversees the fiscal affairs of municipal government and manages the day-to-day activities of City staff. Sunnyvale employs 800 full-time personnel and operates with a total budget of approximately \$180 million. Sunnyvale enjoys an AA+ bond rating with Moody's and Standard & Poor's.

The City Council is further supported by approximately 12 Boards and Commissions, consisting of the Advisory Council on Aging, Arts Commission, Bicycle and Pedestrian Advisory Committee, Building Code of

Appeals, Board of Library Trustees, Child Care Advisory Board, Heritage Preservation Commission, Housing and Human Services Commission, Parks & Recreation Commission, Personnel Board, Planning Commission and the Private Industry Council. The City of Sunnyvale has a strong history of citizen participation, volunteerism, and establishing cooperative partnerships with private industry, other governmental agencies and groups. NOVA was recognized with the National Award for Overall Performance Excellence by the Enterprise Initiative in partnership with the U.S. Department of Labor.

Sunnyvale's city government is recognized nationally as an innovative, leading edge and highly progressive government. In 1998, the City was recipient of several notable awards including the American Productivity and Quality Center (APQC) award of excellence for innovative performance in resource allocation in conjunction with its performance planning and management system; the Government Finance Officers Association and California Society of Municipal Finance Officers award for "Distinguished Budget Preparation, Innovation and Public Communication;" the ICMA Public/Private Partnership Award for operation of the Columbia Center, a community self-help operation for at-risk youth and young adults; and the American Lung Association's "Clean Air ENVY" award for clean-fuel initiatives. Sunnyvale's municipal government was cited as a model for excellence and efficiency in Osborne and Gabler's widely recognized book "Reinventing Government" and in a sequel by Osborne "Banishing Bureaucracy."

## ***THE DEPARTMENT OF PUBLIC WORKS***

---

The Public Works Department is responsible for engineering, transportation, streets, facilities and equipment maintenance and water and wastewater services. The Department is comprised of seven divisions.

- Administration
- Engineering
- Field Services
- Fleet/Trees and Landscaping
- Solid Waste
- Transportation and Traffic
- Water Pollution Control Services

## ***ASSISTANT DIRECTOR OF PUBLIC WORKS***

---

This position reports to the Director of Public Works and is responsible for all the City's engineering services and programs. As the Division Head for engineering services and programs, the resources include a staff of 16, and operating budget of \$1.729 million, and a capital budget of \$19 million. This position also serves as the Director's key assistant and is expected to act in the Director's absence, represent the Department both within and outside the City organization, and direct major policy and program initiatives.

In addition to the responsibilities described above, the Assistant will serve as the project manager for the development and implementation of a Long-Range Infrastructure Plan (LRIP). It is anticipated, that the plan will result in a 50 to 100 year replacement program for the City's entire infrastructure. A key component to the plan will be the development of various financing alternatives. It should be noted, that the City has in place a historic commitment to systematic replacement and improvement of the community infrastructure including streets, utilities (water and wastewater), facilities, and equipment.

## ***IDEAL CANDIDATE***

---

The ideal candidate is a sophisticated public works professional who has exceptional management, communication, and interpersonal skills and possesses broad experience in all areas of public works. In addition, candidates should have a proven track record of innovation / creativity, and building strong relationships with elected officials, City staff, the community and regional agencies.

### **Education and Experience**

A bachelor's degree in engineering, planning, public administration or a related field is required as well as significant public works management experience.

### **Expertise**

The new Assistant Director will need to have the ability to work collaboratively within the Department, and with other City Departments / officials. This will require the ability to be dynamic, open to new ideas, and able to initiate change. While broad knowledge and skills covering all major areas of public works is assumed, the issues and priorities facing Sunnyvale demand particular, demonstrated expertise in the following areas:

- Proactive and creative problem solving
- Strategic thinking
- Excellent written and oral communications skills

***Located at the center of the Santa Clara Valley of Northern California is a unique community, which has established an ongoing reputation for excellence, high quality of life, a vibrant business environment, innovation in its municipal services and accessibility to opportunity for its citizens. The community has grown from a small agricultural center into a widely acknowledged center of business and industry. It has a bright future, an involved citizenry and quality-of-life amenities that can rarely be matched. That community is Sunnyvale.***

- Positive employer-employee relations
- Linking budget resources to departmental missions and goals, including developing performance measures to track progress towards goals
- Being a team player in serving as a member of the Department Management Team and building and maintaining teamwork across the City organization
- Active listening with the ability to glean good ideas
- Resourcefully and creatively seeking financial opportunities
- Encouraging diversity (both gender and cultural) in the workforce and in management teams
- Comfortable with and knowledgeable about public works services and issues
- Interagency negotiation / leadership

#### **Personality / Management Style**

- Friendly, outgoing, and approachable
- Politically sensitive and aware
- Openly seeks ideas and comments from others, including employees, and is decisive once input is obtained and considered
- Gives credit to others; praises, compliments
- Self-confident, high self-esteem, but not arrogant
- Motivated to make a positive difference in the lives of others
- Energetic
- Collaborative and creative in problem solving
- Honest, has integrity; high ethics and values that drive his or her behavior; trustworthy
- Sense of humor
- Treats all people with dignity and respect

## ***COMPENSATION AND BENEFITS***

---

The salary range for the position is \$109,974 to \$129,382 annually plus eligibility for an annual bonus based on performance. The City's benefit package includes:

- **Public Employee Retirement System** - full payment of the employee's 7% contribution to PERS (2% at 55, single highest year).
- **Deferred Compensation** – The City contributes 2% to a qualified deferred compensation program.
- **Health, dental and vision insurance** - The City pays health premium costs for the employee and dependents as provided for under the PERS medical program.
- **Life Insurance** - City provides life insurance on employee with a maximum benefit of \$50,000. Employee may purchase supplemental insurance to two times annual salary, to a maximum of \$175,000.
- **Long-term Disability Insurance** - City contribution covers full cost of plan.
- **Holidays** - The City provides 11 paid holidays plus 20 hours of Floating Holidays.
- **Leave Benefits** - The City offers competitive vacation, sick leave, and management leave benefits.
- **Other Benefits** – include Dependent Care Reimbursement Program, tuition reimbursement, and employee assistance program.

## ***APPLICATION AND SELECTION PROCESS***

---

This position is open until filled. To be considered, please submit a cover letter with current salary, resume, and list of three work-related references to:



John Shannon  
 SHANNON EXECUTIVE SEARCH  
 241 Lathrop Way  
 Sacramento, CA 95815  
 (916) 263-1401, Fax (916) 561-7205  
 Email: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)  
 Website: [www.cps.ca.gov/shannon](http://www.cps.ca.gov/shannon)

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed qualified will be reported to the City. A final interview process will be designed and administered by the City for the selected candidates.

The City of Sunnyvale is an Affirmative Action / Equal Opportunity Employer.